

CNIC HQ MILITARY CHECK-OUT

- Requirements for military personnel processing out of CNIC HQ should begin as soon as a departure date is confirmed, and no later than 15 business days prior to departure.
- All check-out activities **MUST** be completed before you depart Headquarters.

(NOTE: Reservists on orders of 60 days or less use the customized Military Reservist check-out sheet. Obtain this sheet from the HQ public website, HQ Gateway 2.0, or your N Code EA.)

PLEASE RETURN THE COMPLETED CHECK SHEET TO THE CNIC HQ CHECK-IN/OUT COORDINATOR

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| Your name: | Departure date: | Departing N Code: |
| Supervisor name: | Supervisor phone: | |
| Exec. Ass't (EA) name | EA phone: | (202) 433 Phone Numbers = DSN 288 (202) 685 Phone Numbers = DSN 325 |
| Work Location: Joint Base Anacostia-Bolling (JBAB) _____ Washington Navy Yard (WNY) _____ Remote site [name of site] _____ | | |

| | Requirement | Your Action | Check-Out Action Office/POC | Initials/Date |
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| COMPLETE DURING FINAL 3 WEEKS | | | | |
| 1 | Notification to N Code of Departure | Provide departure date & other relevant information to your N Code EA | | |
| 2 | Stamping of Military Orders (if you are transferring) | Bring your orders to HQ MILPERS Representative for stamping | N00C MILPERS Representative WNY, Building 111, Suite 101, Cubicle #290, (202) 433-4281 | |
| 3 | Individual Augmentee Coordinator | Check out with the HQ Individual Augmentee coordinator | N9 Individual Augmentee Coordinator JBAB, Building 168, Cubicle #323-T17 (202) 433-4000 | |
| 4 | Government Travel Card (if applicable) | Call the N8 Help Desk to have your government travel card account deactivated | N8 Help Desk (800) 378-4233, press 3 for travel card | |
| 5 | Defense Travel System (if applicable) | First: Ensure that all travel claims are paid/resolved Second: Call N8 Help Desk to report your date of departure for removal from Defense Travel System (DTS) | N8 Help Desk (800) 378-5406, press 1 for DTS | |
| 6 | Office of General Counsel – Litigation Hold (if applicable) | Contact the Office of General Counsel (OGC) to confirm compliance with any Litigation Hold notice you have received | OGC WNY, Building 36, Suite 110 (202) 433-4303 or 4288 | |
| 7 | Force Judge Advocate Requirements | Complete the Force Judge Advocate (FJA) ethics requirements in 7a & 7b below as applicable | FJA WNY, Building 111, Suite 102 (202) 685-0588 | |
| 7a | <ul style="list-style-type: none"> • Required of ALL OGE Form 450 filers | If you were required to file the <i>Confidential Financial Disclosure Report</i> (OGE Form 450), contact the FJA Office to ensure removal from the filers list | | |
| 7b | <ul style="list-style-type: none"> • Required of ALL military & civilian personnel retiring from public service | <p><i>All retiring & separating personnel are required to receive ethics advice regarding post-government employment in accordance with DoD policy</i></p> <p><i>The CNIC HQ Ethics Counselor will provide this advice based upon your request</i></p> <p>First: To begin the process, please read the following documents:</p> <ul style="list-style-type: none"> • <i>Twenty Basic Rules for Personnel Leaving DoD</i> • Employment Restrictions (All Government Employees) • Employment Restrictions (SES & Flag Officers) <p>If you intend to seek employment in the private sector, please read <i>Disqualification Statement</i></p> <p>If you have questions regarding any content in the above materials, please contact the CNIC HQ Ethics Counselor</p> <p>Second (if applicable): If you wish to request a</p> | | |

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| | | <p>post-government employment opinion, complete the <i>Post-Government Employment Advice Opinion Request</i> (DD Form 2945) & submit to the CNIC HQ Ethics Counselor</p> <p>You may also submit a request for a post-government employment opinion to: CNIC_HQ_Ethics@navy.mil</p> <p><u>Note:</u> A post-government employment opinion should be requested at least 4 weeks prior to your departure</p> <p>Third (if applicable): If you intend to seek employment with private sector firms, you must notify your CNIC supervisor & other individuals via a signed Disqualification Statement (see <i>Disqualification Statement Template</i> for sample)</p> | | |
| 8 | Command Fitness Leader | Notify Command Fitness Leader of departure date to ensure you are transferred out of CNIC HQ's UIC (unit identification code) in PRIMS | Command Fitness Leader WNY, Building 196, 2 nd Fl, Cub. #S401-63, (202) 685-0147 <i>Alternate contact:</i> WNY, Building 111, Room 179, (202) 674-4408 | |
| 9 | Urinalysis Coordinator | Contact Urinalysis Coordinator for out-processing requirements | Urinalysis Coordinator WNY, Building 111, Room 179 (202) 685-0540 or 0551 | |
| 10 | Branch Health Clinic & Exceptional Family Member (EFM) Program | Contact Branch Health Clinic for out-processing requirements If applicable, provide the EFM Program Coordinator with updated forms DD 2792 & DD2792-1 as required to ensure your EFM account information is current | Branch Health Clinic WNY, Building 175 (202) 433-3132 - Medical (202) 433-2480 - Dental (202) 433-3132 - EFM Coordinator | |
| 11 | Navy Family Accountability & Assessment System (NFAAS) Update | <i>All Navy military personnel are required to update personal & family member emergency contact information in NFAAS</i> Access https://navyfamily.navy.mil to update info Contact the NFAAS office for assistance if required <u>Note:</u> NFAAS is located in a secure building; if you plan to visit, call ahead for escort | NFAAS Office WNY, Building 196, Room 101 (202) 433-9360 | |
| 12 | Suicide Prevention Coordinator (SPC) | Contact the HQ SPC for out-processing requirements | N4 Suicide Prevention Coordinator WNY, Building 33, 4 th Fl., Cub. #S45 (202) 433-4924 | |
| 13 | Total Records & Information Management (TRIM) | Contact the HQ TRIM Dataset Manager / POC to provide required information on your TRIM user status | N00 TRIM Dataset Manager / POC WNY, Building 111, Suite 101, Cub. #282 (202) 433-0902 | |
| 14 | Installation Voting Assistance Officer (IVAO) | Contact the local IVAO if you would like assistance in transferring your voter registration to a new locality or need other voting-related support | NSA Washington IVAO WNY, Building 111, Room 102 (202) 433-1071 | |
| 15 | Command Exit Interview | All personnel are encouraged to provide feedback on their experience at CNIC Contact N13 to set up a Command Exit Interview | N13 Representative WNY, Building 168, 3 rd Fl, Cub. #325-09 (202) 433-3186 | |
| COMPLETE DURING FINAL 2 DAYS | | | | |
| 16 | IT Equipment Return | If you have a desktop computer, call N6 IT to report equipment asset number & your departure date You MUST RETURN your laptop & all peripheral IT equipment (cell phone, BlackBerry, air card, etc.) to N6 IT & sign the <i>Custody Receipt for Information Technology Property</i> form confirming return | N6 IT Team WNY, Building 111, Room 194 (202) 433-3597 (desktop) (202) 433-6896 (cell phone, etc.) (202) 433-3987 (laptops in JBAB Building 168) (202) 433-3597 (laptops in WNY) | |
| 17 | Disable Wide Area Alert Network (WAAN) Registration | If you are now located at WNY, you must contact (by phone or email) the HQ Battle Watch Captain to disable your WAAN registration HQ personnel outside WNY should contact their local WAAN administrator to close out registration | N36 Battle Watch Captain WNY, Building 196, Room 101 (202) 433-0226 cnic.n36.bwc@navy.mil Local WAAN Administrator | |
| 18 | TWMS Accountability Database | Ensure that your N Code EA removes your personal information from TWMS | N Code EA | |
| 19 | NMCI E-Mail Account / Global Address Listing | Call CNIC Support Center to deactivate NMCI e-mail account & remove your name from the global | CNIC Support Center Pensacola, FL | |

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| | | <p>directory</p> <p><i>Note: Be aware that the Support Center will complete its actions promptly after your call</i></p> | <p>(888) CNI-4ALL (888-264-4255)</p> <p>DSN: 942-6597</p> | |
| 20 | Desk Phone Voice Mail Account | <p>Deactivate your desk telephone voice mail account so CNIC is not charged a voice mail reset fee for the next user of that phone</p> <p>First: Dial (202) 433-8222, enter your password, & follow directions for changing password</p> <p>Second: When prompted to enter a new password, enter REGION (i.e., 734466)</p> | | |
| 21 | Building, Room, &/or Desk Keys | <p>Return all keys: hand in building & room keys (if any) to N Code EA; place desk keys in top drawer of desk</p> | N Code EA | |
| 22 | HQ Security Requirements | <p><i>Note: CNIC personnel at remote HQ sites must check out with local CNIC HQ Security POCs</i></p> <p>First: Print out & complete <i>Security Termination Statement</i> (OPNAV Form 5511 14), sign, & submit to HQ Security</p> <p>Second: Return security badges as required</p> | <p>HQ Security Office WNY, Building 46 (202) 433-9688, Room 100 (202) 433-9687, Cub. #13 Local CNIC HQ Security POCs</p> | |
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| | Military Check-Out Complete | <p>Return this initialed & dated check-out form to HQ Check-in/Out Coordinator</p> | <p>N00C HQ Check-In/Out Coord. WNY, Building 111, Suite 101, Cub. #258; (202) 433-0832</p> | |